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How to open WordPad

 Print this guide

WordPad is part of the Microsoft Windows operating system.

Follow these step-by-step instructions on how to open WordPad

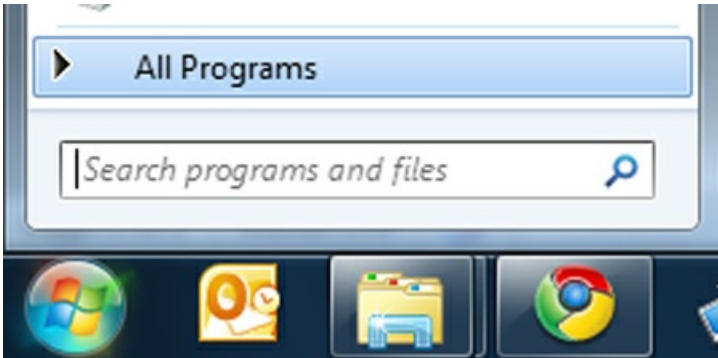*This article assumes that you have a PC with Windows 7 installed.*
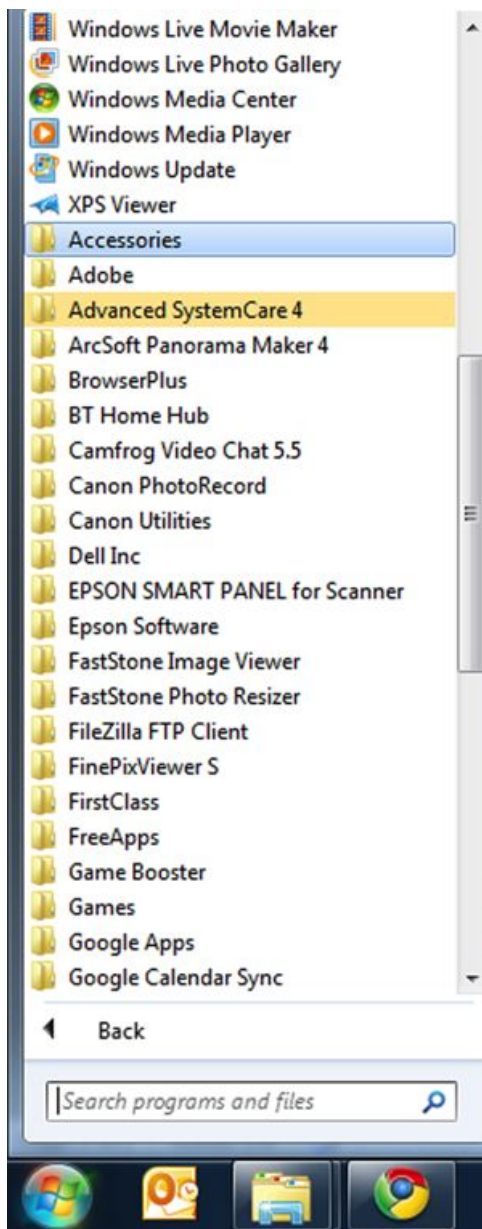
There are two ways to open WordPad:

Method 1

 Step 1: Click on the 'Windows' button at the bottom left-hand corner of your screen.
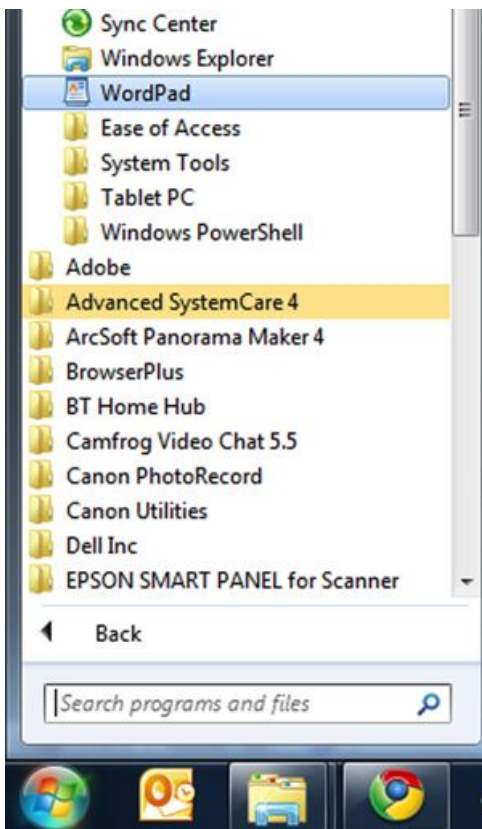
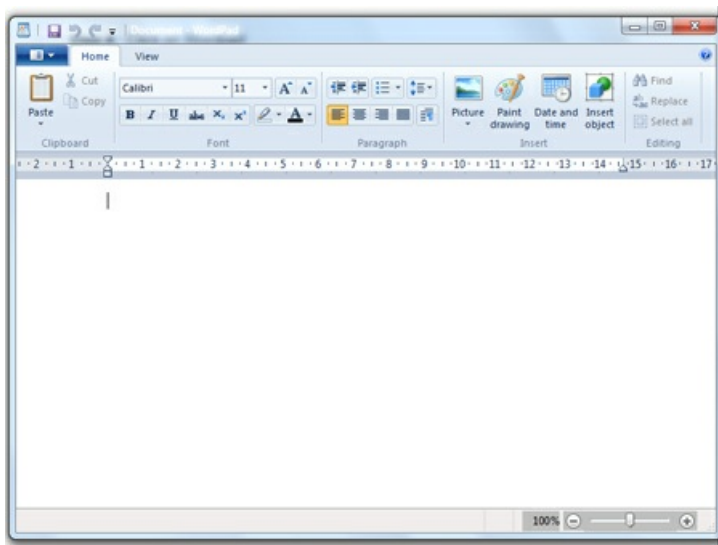**Step 2:** In the menu that appears, click **All Programs:**

Step 3: In the new menu, click **Accessories**:

Step 4: In the Accessories sub-menu, click **WordPad**:

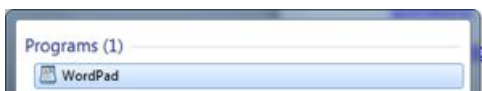**Step 5:** The WordPad window now opens and you can begin using the program:

Method 2

Step 1: Click on the 'Windows' button at the bottom left-hand corner of your screen (as **Step 1** above).

Step 2: Type 'WordPad' into the search box:

Step 3: Find 'WordPad' in the search results, under 'Programs':

Step 4: Click on this and the WordPad window opens (as in **Step 5** above)

Done!

Next steps

▶ [How to use WordPad](#)

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